

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Information Management Services (1554)

City-County Building  
451 South State Street  
Salt Lake City, UT 84111

**Records Officer:** \_\_\_\_\_

00111	Acquisition of real property
82726	Burroughs documentation files
26408	City/County shared facilities files
00112	Disposition of real property
27209	Environmental planning and study reports
82736	Object source backup tapes
00113	Property management files
82734	System journals
82732	System resource management facility files
82741	Telecommunications files

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 111

3

**TITLE:** Acquisition of real property

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This is a record of acquisition of real property by Salt Lake City Corporation. This record includes correspondence, title reports, appraisals, purchase offers, closing statements, copies of deeds, copies of petitions, and copies of title policies pertaining to the acquisition of real property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final acquisition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82726

3

**TITLE:** Burroughs documentation files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain all documentation associated with the city's Burrough's computer system. These files include copies of hardware and software contracts, invoices, correspondence, literature, and installation information.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26408

3

**TITLE:** City/County shared facilities files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**DESCRIPTION:**

Salt Lake City shares this facility with Salt Lake County government. These records document the administration of the facility. Information includes correspondence, budget documents, research, and project documents.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 112

3

**TITLE:** Disposition of real property

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a record of the permanent disposition of city property.  
This record includes correspondence, title reports, title updates, appraisals, copies of deeds, copies of petitions, and bid information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final disposition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 27209

1

**TITLE:** Environmental planning and study reports

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by project name thereunder chronological by date

**DESCRIPTION:**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Documentation of the current environment will have perpetual significance and interest.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82736

3

**TITLE:** Object source backup tapes

**DATES:** 1974-

**ARRANGEMENT:** none

**DESCRIPTION:**

These computer tapes contain a copy of objects and source programs maintained on the main computer system's hard disk. It is used for backup in case a source object program is removed or lost or in case it is important to have a copy of a program as it existed at a certain period in time.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 10 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 113

3

**TITLE:** Property management files

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are files concerning the management of all city property. These files include correspondence and copies of agreements or easements for lease and permit management, and partial property interest conveyances. May also include appraisals, cash receipts, copies of check received, and copies of petitions.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after expiration of agreement and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82734

3

**TITLE:** System journals

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by application system

**ANNUAL ACCUMULATION:** 7.10 cubic feet.

**DESCRIPTION:**

These journals contain documentation of all application systems. They are used by the Information Management Services (IMS) staff in maintaining and changing or enhancing the Automated Application System. These journals include system description, system flow charts, sample input documents, sample screens, and sample reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after system is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82732

3

**TITLE:** System resource management facility files

**DATES:** 1984-

**ARRANGEMENT:** none

**DESCRIPTION:**

This automated file contain information and statistics generated by the SMF II and STATISTICSBD software. It is used for monitoring efficiency of the systems as well as in planning future capacity requirements. This file includes system performance and system utilization during those times, as well as response time of day and percent of system utilized during those times,as well as response time for on-line applications. This file is stored on hard disk for a year and then dumped to tape.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 1 year and then dump to tape.

Computer magnetic storage media: Retain in Office for 10 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division to use information for planning purposes.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82741

3

**TITLE:** Telecommunications files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files contain all documentation associated with the telephone system used by the Salt Lake County Corporation. These files include correspondence, copies of vouchers, Mountain Bell Company listings, copies of contracts, telephone requests such as moves or changes, installation information or Centel equipment, information on legislation affecting telephones, and documentation for budget preparation.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.